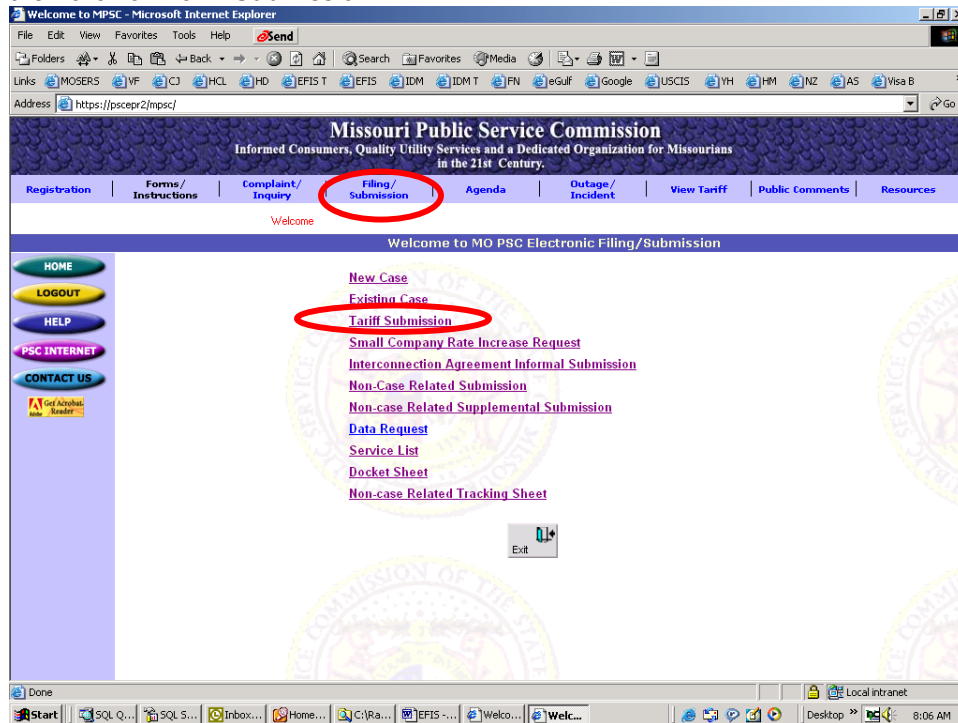


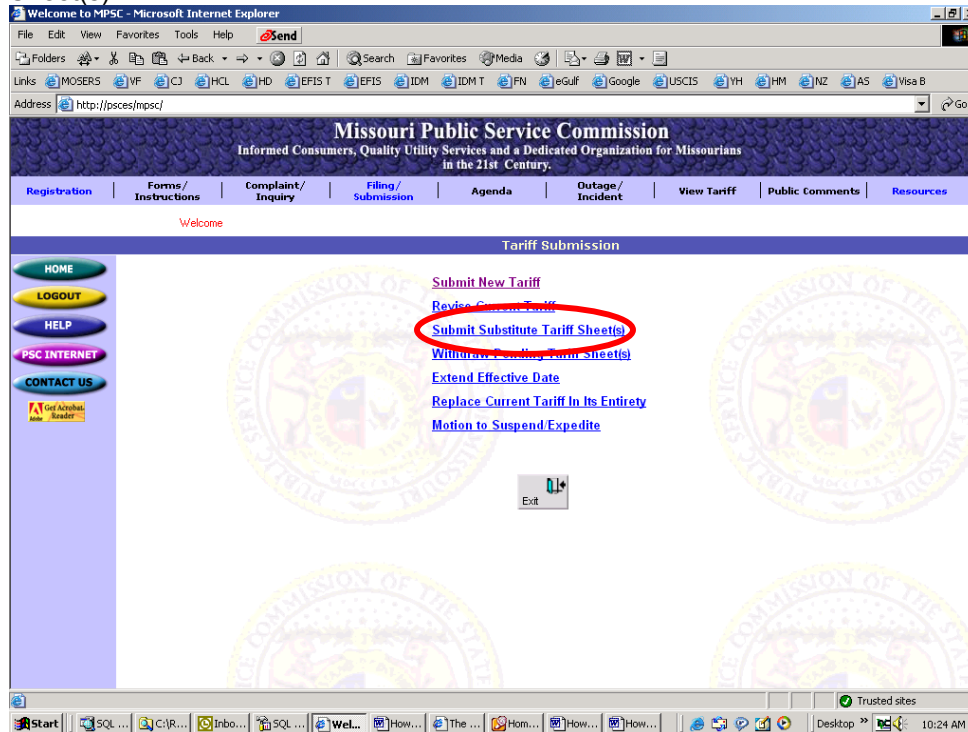
# Missouri Public Service Commission

## EFIS – How do I substitute Tariff Sheet(s)?

In order to file tariff substitute sheet(s), you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on Tariff Submission link.



You will receive following Tariff Submission Menu screen. Click on Submit Substitute Tariff Sheet(s) link.



# Missouri Public Service Commission

## EFIS – How do I substitute Tariff Sheet(s)?

You will receive following Submit Substitute Tariff Sheet(s) screen.

**Note:** You may substitute sheet(s) for pending tariff only.

**Step 1:** Enter the Tariff Tracking Number for the pending Tariff for which you are submitting substitute sheet(s).

Utility Type, Company Name and PSC MO Number will be auto populated.

**Step 2:** Enter Purpose of Filing - a brief summary of the proposed changes to the tariff.

**Step 3:** Enter Details of Tariff Sheets to be Substituted, i.e., 3rd rs 3.1; Original 681; 3rd rs 69.

**Step 4:** Click on Continue Button.

**Required Fields**

\* Tracking No. YE-2007-0026

\* Utility Type Electric

\* PSC MO No. 11

\* Company Name AmerenUE-Investor(Electric)

\* Purpose of Filing: This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.

\* Tariff Sheets to be Substituted List specific page(s) / sheet(s) being substituted (e.g., 1st rs replacing org p 1, 5 and 12-69)

SI.No. Attachment(s) Security Level

Continue Exit

You will receive following Attachment screen.

**Note:** You cannot use any special characters (% "& ^\*#@) in filenames except an underscore or hyphen.

**Step 1:** Click on the Browse Button to select your document for attaching.

**Step 2:** Denote Security Level for your document.

**Step 3:** Click on Attach button.

**Step 4:** After all of your attachments are made, click on Done With Attach button.

**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a "public" version of the electronic document to the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Internal attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

☐ Public ☐ Highly Confidential ☐ Proprietary

Delete	Attachments	Security Level
<input type="checkbox"/>	test document.pdf	Public
<input checked="" type="checkbox"/>	test document 1.pdf	Highly confidential
<input type="checkbox"/>	test document.pdf	Proprietary

Attach Done With Attach Delete Back

**Note:** You may make multiple attachments by selecting a document, its security level and then clicking on Attach button.  
It is the filer's responsibility to denote correct security level on every document.

# Missouri Public Service Commission

## EFIS – How do I substitute Tariff Sheet(s)?

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS T IDM T IDM T FN eGulf Google USCIS YH HM NZ AS Visa B

Address https://pscpr2/mpsc/

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in the 21st Century.

Registration Forms/Instructions Complaint/Inquiry Filing/Submission Agenda Outage/Incident View Tariff Public Comments Resources

Welcome

Filing/Submission - Attachment(s)

HOME (Allows only 250 characters)

If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test document.pdf	Public
<input checked="" type="checkbox"/>	test document 1.pdf	Highly confidential
<input type="checkbox"/>	test document.pdf	Proprietary

Attach Done with Attach Delete Back

You will return to Submit Substitute Tariff Sheet(s) screen.

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS T IDM T IDM T FN eGulf Google USCIS YH HM NZ AS Visa B

Address http://psces/mpsc/

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Welcome

Submit New Tariff

HOME LOGOUT HELP PSC INTERNET CONTACT US

Step 5: Click on Submit button. You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

\* Type of Tariff  
Issue Date  
Calculated effective date based on type of tariff  
\* Requested effective date as it appears on the tariff page(s)

SL.No.	Attachment(s)	Security Level
1.	test document.pdf	Public

Submit Attach Exit

On successful submission, you will receive a confirmation message (similar to following).

**Your Substitute Tariff request, YE-2007-0028, has been successfully submitted.**